



127 Main Street  
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Phone: 306 245 3256  
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Email: rm127@sasktel.net

March 23, 2020

Allan Moffat  
100 Weisgerber Street  
Vibank, SK S0G 4Y0

Dear Allan:

**RE: Letter of Offer**

The RM of Francis is pleased to offer you employment in the position of **Seasonal Road Maintenance Operator** on the following terms:

**1. Rate of Pay and Benefits**

You will be paid \$28.43 per hour less applicable deductions. You will be enrolled in the Municipal Employees Pension Plan (MEPP) where employee contributions will be matched by the RM, and also receive short-term and long-term disability benefits, health, vision, and dental benefits. The MEPP and the Benefits mentioned prior will commence after a three-month probationary period has passed from the date of hire.

**2. Hours of Work**

Your normal hours of work are 7:00am to 5:00pm Monday through Friday, although these hours may vary from time to time. The expectation of the RM of Francis is 10 (ten) hour shifts for a total of 50 hours per week at the regular hourly wage rate. In accordance with *The Labour Standards Regulations, 1995* overtime rate of 1.5 (one and one-half) the regular hourly wage does not apply to road maintenance employees of a rural municipality.

**3. Length of Employment**

Your employment will commence on April 7th, 2020 and end approximately October 31, 2020. Due to the dependence on weather conditions for your employment, an exact end date will not be absolute in this letter; however, you will be provided with a lay-off notice two weeks prior to the date of lay-off. To continue employment as a Seasonal Road Maintenance Operator/in

upcoming summer seasons, you are required to let your intentions be known in writing to Council no later than February 1<sup>st</sup> of each year for consideration of re-hire.

**4. Obligations**

During your employment you will report to the Foreman and Council. ***You will be expected to carry out the duties assigned to you in competent and efficient fashion. The Foreman will review internal policies and procedures prior to commencement.*** If you have any problems or questions you will be expected to bring them to the Reeve.

Either you or the RM of Francis may end the contract for any reason by giving appropriate written notice of termination. In the event cause for termination without notice exists, the RM may terminate the contract immediately.

If you have any questions respecting any of these terms, please contact me immediately. If you are prepared to accept this offer of employment, please sign below in the space provided and a copy of this letter will be returned to you.

On behalf of the rest of Council, I would like to welcome you to the RM of Francis and that we look forward to having you as an employee.

Sincerely,

Shala Kanasevich

Administrator

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***Acceptance of Offer***

I have read and understand the conditions of the offer of employment set out above and I accept the offer of the RM of Francis No. 127 for employment during the 2020 summer/fall season.

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Date

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Signature